

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

March 26 - [City Council Meeting Agendas](#)

## Looking Ahead

Monday, March 25: School Board, Parks & Recreation Board meetings

Thursday, March 28: Parking Authority, Social Services Board meetings

Monday, April 1: 2019 Dog Tags available; filing deadline for Real Estate Tax Relief

Tuesday, April 2: Planning Commission Work Session

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Old Town safety bollard installation began on the south end of the Loudoun Street Mall. The bollards are being installed on tracks and can slide out of the way when needed.

## City Manager's Takeaways

Presented updated FY2020 Budget Options during the March 19 Special Council Work Session. Additional information will be presented during the March 26 Council Work Session.

Council held their 2019 Annual Retreat on Friday at the Museum of the Shenandoah Valley. Based on feedback from the day's discussions, Staff will update the City's Strategic Plan to bring back to Council for future discussion.



# Public Safety

## Winchester Police

- Worked with Communications to develop a video advertising the upcoming ECC Information Session on April 2 from 6-7 pm. [Watch](#)
- Reviewed and presented two policies to command staff.
- Finished NICE (radio) upgrade and met with Motorola.
- Presented at the Chamber of Commerce Leadership Program and Braddock Street Pre-School for public education.
- Attended Public Safety Answering Point, 9-1-1- Services Board, and AT&T ESINET meetings.
- Attended HOG Rally and Apple Blossom planning meetings, North End Citizens Association meeting, regional Crisis Intervention Team meeting, Community Leadership training, and Crime Solvers meeting.
- Made Crisis Intervention Team presentation at Shenandoah University and taught General Instructor School.
- Conducted curfew checks and Drug Court activities.
- Attended Culpeper CITAC tour.
- Held Junior Academy and Kids & Cops Camp planning meetings.
- Violent crimes:
  - Crimes against persons (felony) - 3
  - Crimes against persons (misdemeanor) - 16
- Property crimes:
  - Residential Burglaries - 3
  - Commercial Burglaries - 1
  - Other - 37

## Winchester Fire and Rescue

- Worked with the City Engineer to finalize the Burn Building project documents for bid presentation.
- Assisted Frederick County Fire & Rescue with training new UAV (drone) pilots.
- Submitted AHA Mission Lifeline application.
- Held meeting with volunteer officers.
- Conducted mock interviews with high school students.
- Completed Medication Assisted Intubation refresher training with Advanced Life Support providers.
- Held shift training at Meadow Branch apartment building on ladders and hose lines.

Police Activity	#
Calls for Service	813
Crash Reports	10
DUI/DWI	1
Alarms/False Alarms	27/27
Directed Patrols	58
Directed Patrols (OTW)	5
Extra Patrols	75
Extra Patrols (OTW)	3
Traffic Citations	47
Traffic Warnings	74
Special Events Permits Received/ Approved	0/0 29 rec'd YTD

Fire Activity	#
Fire	12
Overpressure	0
EMS/Rescue	87
Hazardous Cond.	3
Service Call	7
Mutual Aid Given	6
Good Intent	5
False Alarms	3
Special Incident	1
Plan Review	0
Inspections	15
Reinspections	1

## **Emergency Management**

- Met with the Winchester Police regarding planning for HOG Rally.
- Attended City Council Retreat.
- Attended Substance Abuse Coalition meeting.
- Coordinated with NICE concerning upgrades of recorder.
- Repaired canopy tent sheltering Mobile Command Unit due to wind damages.
- Continued firmware upgrades on Motorola radios.

## **Development Services**

### **Economic Redevelopment**

- Worked on proposals for businesses interested in Winchester as a potential relocation opportunity.
- Held Manufacturing Week planning meeting with regional partners.
- Attended new business ribbon cutting ceremony.
- Attended Business & Brews event to network with local business leaders and discuss issues impacting their operations.
- Participated in Council Retreat planning and discussion and attended Council Retreat.
- Continued working with development partners on redevelopment of the Towers and Kent/Piccadilly sites.
- Held monthly Economic Development Authority meeting - actions taken include approving the hazmat removal contract with WACO environmental for lead and asbestos abatement for Kent/Piccadilly properties.

### **Winchester/Frederick County Tourism**

- Completed design and began proofing stage for 2019 Visitor Guide.
- Met with representative from the HOG Rally to discuss current status of the event and any areas that needed attention.
- Continued working with the itineraries for two travel writers and the upcoming AAA Familiarization tour, all coming in April.

### **Old Town Winchester (OTW)**

- Held Old Town Advancement Commission (OTAC) Design Committee meeting.
- Continued outreach for volunteers and vendors for the OTW Farmers Market.
- Met with Communications to discuss ideas for the 2019 Farmers Market poster design and began working on social media post design.
- Held OTAC Economic Vitality Committee meeting.
- Met with Event Coordinator to discuss upcoming events and evaluate Celtic Fest.

- Continue to work with several Event Organizers on outstanding permit information.
- Participated in Winchester School District Focus Group.
- Worked on historic scavenger hunt for downtown event.
- Met with First Night Winchester representative and Mobile Marketing Representative regarding the OTW app.

## Planning

- Staffed the March 19<sup>th</sup> Planning Commission meeting where a public hearing was conducted for **CU-19-49** A CUP to convert the upper level of a commercial building into a dwelling unit. The request was forwarded to Council recommending approval. The Commission also forwarded a right-of-way vacation request of the City for the Summit Ave vacation adjoining the east side of the Public Works Yard. A closed session was held toward the end of the meeting and the Commission initiated a Zoning Text Amendment after coming out of closed session (see Zoning Report).
- Filled in as an alternate at the March 20<sup>th</sup> Metropolitan Planning Organization (MPO) Policy Board meeting where updates of studies for I-81, Rte 7 and Rte 11N were presented along with an overview of how Virginia is preparing for autonomous vehicles.
- Continued working with applicant to prepare updated materials and staff report for **CU-18-815** which is the request for waivers of development standards to allow a 122,000 sq. ft. addition to the existing Health Service District complex at 333 W Cork Street - Council had tabled a decision on the request until the March 26<sup>th</sup> meeting after giving the applicant more specific feedback as to measures to reduce the potential impacts on the surrounding neighborhood.
- Prepared updated staff reports for items appearing on the March 26<sup>th</sup> Council regular meeting and Work Session agendas.
- Staffed the March 21<sup>st</sup> Board of Architectural Review (BAR) meeting where the windows in the EPicc development were approved and where general discussion on window materials in New Commercial construction was held.
- Attended the Council Retreat on March 22<sup>nd</sup>.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Zoning and Inspections

- Completed:
  - 115 building permit inspections and issued 169 building/trades permits (\$160,841 valuation)
  - 91 code enforcement inspections and initiated 55 new cases
  - 5 new business reviews (4 Certificates of Business, 1 Certificates of Home Business)
- Attended the Planning Commission meeting. The Commission initiated a zoning ordinance text amendment pertaining to uses permitted in the M-1 (Limited Industrial) and M-2 (Intensive Industrial) districts. The item will come back to the Commission in April for public hearing.
- Attended City Council's retreat at the Museum of Shenandoah Valley.

Permit #	Type	Address	Description	Value
19 00000790	PLBG	1628 LEWIS ST	EXPANSION TANK	\$200
19 00000770	PLBG	535 APPECROFT RD	EXPANSION TANK	\$200
19 00000740	PLBG	318 MOSBY ST	EXPANSION TANK	\$0
19 00000746	PLBG	2950 S PLEASANT VALLEY RD	EXPANSION TANK	\$0
19 00000758	PLBG	1313 VALLEY AVE	EXPANSION TANK	\$0
19 00000757	PLBG	309 W TEVIS ST	EXPANSION TANK	\$0
19 00000783	PLBG	521 GRAY AVE	EXPANSION TANK	\$200
19 00000748	PLBG	201 RUSSELCROFT RD	EXPANSION TANK	\$0
19 00000792	PLBG	307 MILLER ST	EXPANSION TANK	\$200
19 00000793	PLBG	529 MONTICELLO ST	EXPANSION TANK	\$200
19 00000744	PLBG	2908 PACKER ST	EXPANSION TANK	\$0
19 00000751	PLBG	257 SHENANDOAH AVE	EXPANSION TANK	\$0
19 00000738	PLBG	540 MONTICELLO ST	EXPANSION TANK	\$0
19 00000771	PLBG	308 BEAU ST	EXPANSION TANK	\$200
19 00000745	PLBG	3100 PAPERMILL RD	EXPANSION TANK	\$0
19 00000739	PLBG	548 MONTICELLO ST	EXPANSION TANK	\$0
19 00000774	PLBG	418 CORNWALLIS CT	EXPANSION TANK	\$200
19 00000756	PLBG	313 STONEHENGE RD	EXPANSION TANK	\$0
19 00000773	PLBG	412 BEECHCROFT RD	EXPANSION TANK	\$200
19 00000785	PLBG	617 GREEN ST	EXPANSION TANK	\$200
19 00000742	PLBG	108 OAKWOOD CT	EXPANSION TANK	\$0
19 00000776	PLBG	2928 FIRST ST	EXPANSION TANK	\$200
19 00000734	NGAS	946 MEADOW CT	REPLACEMENT FURNACE	\$3,600
19 00000743	PLBG	2885 PACKER ST	EXPANSION TANK	\$0
19 00000752	PLBG	320 SHERIDAN AVE	EXPANSION TANK	\$0
19 00000759	PLBG	2281 VALLEY AVE	EXPANSION TANK	\$0
19 00000775	PLBG	2913 FIRST ST	EXPANSION TANK	\$200
19 00000763	PLBG	516 YORKTOWNE PL	EXPANSION TANK	\$0
19 00000747	PLBG	130 RUSSELCROFT RD	EXPANSION TANK	\$0

Permit #	Type	Address	Description	Value
19 00000762	PLBG	509 YORKTOWNE PL	EXPANSION TANK	\$0
19 00000781	PLBG	517 GRAY AVE	EXPANSION TANK	\$200
19 00000786	PLBG	1316 HANDLEY AVE	EXPANSION TANK	\$200
19 00000778	PLBG	2932 GRACE ST	EXPANSION TANK	\$200
19 00000749	PLBG	204 RUSSELCROFT RD	EXPANSION TANK	\$0
19 00000782	PLBG	519 GRAY AVE	EXPANSION TANK	\$200
19 00000754	PLBG	2975 SORRELL CT	EXPANSION TANK	\$0
19 00000753	PLBG	2952 SORRELL CT	EXPANSION TANK	\$0
19 00000777	PLBG	125 GARDEN CT	EXPANSION TANK	\$200
19 00000772	PLBG	326 BEEHCROFT RD	EXPANSION TANK	\$200
19 00000750	PLBG	327 RUSSELCROFT RD	EXPANSION TANK	\$0
19 00000769	PLBG	222 AMHERST ST	EXPANSION TANK	\$200
18 00000431	PLBG	118 1/2 E CORK ST BLDG	REPLACEMENT FIXURES	\$3,500
19 00000789	PLBG	808 KINZEL DR	EXPANSION TANK	\$200
19 00000766	NGAS	1624 PONDVIEW DR	NEW FURNACE	\$800
19 00000766	MECH	1624 PONDVIEW DR	NEW FURNACE	\$3,500
19 00000788	PLBG	211 KIMBERLY WAY	EXPANSION TANK	\$200
19 00000779	PLBG	513 GRAY AVE	EXPANSION TANK	\$200
19 00000760	PLBG	3042 VALLEY AVE	EXPANSION TANK	\$0
19 00000780	PLBG	515 GRAY AVE	EXPANSION TANK	\$200
19 00000755	PLBG	2611 STONEGATE DR	EXPANSION TANK	\$0
19 00000791	PLBG	320 LONGVIEW AVE	EXPANSION TANK	\$200
19 00000634	PLBG	2018 S LOUDOUN ST	INSTALL HAND SINK	\$525
19 00000784	PLBG	523 GRAY AVE	EXPANSION TANK	\$200
19 00000787	PLBG	431 JEFFERSON ST	EXPANSION TANK	\$200
19 00000761	PLBG	1305 VANCERIGHT CIR	EXPANSION TANK	\$0
19 00000741	PLBG	101 OAKWOOD CT	EXPANSION TANK	\$0
19 10000036	PSPS	17 S LOUDOUN ST	PORTABLE SIGN	\$10
19 10000035	PSPS	168 N LOUDOUN ST	PORTABLE SIGN	\$10

Permit #	Type	Address	Description	Value
19 10000035	PSD3	168 N LOUDOUN ST	OUTDOOR DINING	\$210
19 00000629	NRRM	10 12 E CLIFFORD ST	INTERIOR REMODEL	\$0
19 10000033	PSPS	25 N LOUDOUN ST	PORTABLE SIGN	\$10
19 10000034	PSPS	130 N LOUDOUN ST	PORTABLE SIGN	\$10
19 10000034	PSDM	130 N LOUDOUN ST	DISP. OF MERCHANDISE	\$25
19 00000671	CHNG	29 N LOUDOUN ST	OFFICE TO MERCANTILE	\$100
19 00000794	NGAS	216 FAIRMONT AVE	REPLACEMENT BOILER	\$7,500
19 00000814	PLBG	2912 PACKER ST	EXPANSION TANK	\$0
19 00000830	PLBG	404 CASTLEMAN DR	EXPANSION TANK	\$200
19 00000800	PLBG	2404 2408 VALLEY AVE	EXPANSION TANK	\$0
19 00000803	PLBG	2448 MASSANUTTEN TERR	EXPANSION TANK	\$0
19 00000856	PLBG	800 S STEWART ST	EXPANSION TANK	\$200
19 00000841	PLBG	237 KERN ST APT 1	EXPANSION TANK	\$200
19 00000820	PLBG	2948 SORRELL CT	EXPANSION TANK	\$0
19 00000463	SIGN	2 N CAMERON ST	PROJECTING SIGNS & DECALS	\$1,000
19 00000831	PLBG	321 W CEDARMEADE AVE	EXPANSION TANK	\$200
19 00000816	PLBG	2917 SECOND ST	EXPANSION TANK	\$0
19 00000861	PLBG	215 WEEMS LN	EXPANSION TANK	\$200
19 00000855	PLBG	126 RUSSELCROFT RD	EXPANSION TANK	\$200
19 00000859	PLBG	209 WEEMS LN	EXPANSION TANK	\$200
19 00000822	PLBG	3041 PAPERMILL RD	EXPANSION TANK	\$0
19 00000811	PLBG	2829 BALDWIN ST	EXPANSION TANK	\$0
19 00000836	PLBG	503 HIGHLAND AVE APT 2	EXPANSION TANK	\$200
19 00000812	PLBG	2908 SORRELL CT	EXPANSION TANK	\$0
19 00000843	PLBG	239 KERN ST	EXPANSION TANK	\$200
19 00000844	PLBG	300 KERN ST APT 1	EXPANSION TANK	\$200
19 00000817	PLBG	2924 PACKER ST	EXPANSION TANK	\$0
19 00000851	PLBG	304 KERN ST APT 4	EXPANSION TANK	\$200
19 00000835	PLBG	503 HIGHLAND AVE APT 1	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 00000828	PLBG	538 ARMOUR DALE	EXPANSION TANK	\$200
19 00000799	PLBG	1407 VALLEY AVE	EXPANSION TANK	\$0
19 00000853	PLBG	110 RUSSELCROFT RD	EXPANSION TANK	\$200
19 00000819	PLBG	2928 PACKER ST	EXPANSION TANK	\$0
19 00000864	PLBG	524 WHITACRE ST	EXPANSION TANK	\$200
18 00001847	PLBG	2350 S PLEASANT VALLEY RD	REPLACE ROOF DRAIN	\$200
19 00000842	PLBG	237 KERN ST APT 2	EXPANSION TANK	\$200
19 00000839	PLBG	25 JACKSON AVE	EXPANSION TANK	\$200
19 00000025	MECH	2190 S PLEASANT VALLEY RD	REPLACE A/C & FURNACE UNITS	\$48,600
19 00000832	PLBG	325 W CEDARMEADE AVE	EXPANSION TANK	\$200
19 00000857	PLBG	203 WEEMS LN	EXPANSION TANK	\$200
19 00000807	PLBG	2805 BROADVIEW ST	EXPANSION TANK	\$0
19 00000860	PLBG	211 WEEMS LN	EXPANSION TANK	\$200
19 00000798	PLBG	1056 ORCHARD AVE	EXPANSION TANK	\$0
19 00000849	PLBG	304 KERN ST APT 2	EXPANSION TANK	\$200
19 00000862	PLBG	217 WEEMS LN	EXPANSION TANK	\$200
19 00000619	SIGN	100 N LOUDOUN ST	PROJECTING SIGN	\$1,182
19 00000809	PLBG	2817 2821 VALLEY AVE	EXPANSION TANK	\$0
19 00000808	PLBG	2810 VALLEY AVE	EXPANSION TANK	\$0
19 00000813	PLBG	2910 PACKER ST	EXPANSION TANK	\$0
19 00000840	PLBG	805 S KENT ST	EXPANSION TANK	\$200
19 00000858	PLBG	205 WEEMS LN	EXPANSION TANK	\$200
19 00000846	PLBG	300 KERN ST APT 3	EXPANSION TANK	\$200
19 00000826	PLBG	518 APPLECROFT RD	EXPANSION TANK	\$200
19 00000850	PLBG	304 KERN ST APT 3	EXPANSION TANK	\$200
19 00000834	PLBG	449 HIGHLAND AVE	EXPANSION TANK	\$200
19 00000847	PLBG	300 KERN ST APT 4	EXPANSION TANK	\$200
19 00000865	PLBG	535 YORK AVE	EXPANSION TANK	\$200
19 00000848	PLBG	304 KERN ST APT 1	EXPANSION TANK	\$200

Permit #	Type	Address	Description	Value
19 0000845	PLBG	300 KERN ST APT 2	EXPANSION TANK	\$200
19 0000838	PLBG	503 HIGHLAND AVE APT 4	EXPANSION TANK	\$200
19 0000810	PLBG	2817 2821 VALLEY AVE	EXPANSION TANK	\$0
19 0000818	PLBG	2926 PACKER ST	EXPANSION TANK	\$0
19 0000821	PLBG	3020 PAPERMILL RD	EXPANSION TANK	\$0
18 0001847	NGAS	2350 S PLEASANT VALLEY RD	REPLACE GRILL/RANGE OUTLETS	\$1,000
19 0000837	PLBG	503 HIGHLAND AVE APT 3	EXPANSION TANK	\$200
19 0000833	PLBG	248 EAST ST	EXPANSION TANK	\$200
19 0000852	PLBG	95 LEE ST	EXPANSION TANK	\$200
19 0000815	PLBG	2916 PACKER ST	EXPANSION TANK	\$0
19 0000829	PLBG	429 BEEHCROFT RD	EXPANSION TANK	\$200
19 0000801	PLBG	2444 MASSANUTTEN TERR	EXPANSION TANK	\$0
19 0000804	PLBG	2450 MASSANUTTEN TERR	EXPANSION TANK	\$0
19 0000802	PLBG	2446 MASSANUTTEN TERR	EXPANSION TANK	\$0
19 0000824	PLBG	3054 VALLEY AVE	EXPANSION TANK	\$0
19 0000823	PLBG	3052 VALLEY AVE STE 101	EXPANSION TANK	\$0
19 0000805	PLBG	2640 STONEGATE DR	EXPANSION TANK	\$0
19 0000806	PLBG	2645 STONEGATE DR	EXPANSION TANK	\$0
19 0000854	PLBG	114 RUSSELCROFT RD	EXPANSION TANK	\$200
19 0000863	PLBG	219 WEEMS LN	EXPANSION TANK	\$200
18 0001847	MECH	2350 S PLEASANT VALLEY RD	REPLACEMENT HOOD	\$5,000
19 0000599	BLDG	712 LAKE DR	PORCH ROOF	\$3,000
18 0001563	ELEC	2281 VALLEY AVE	CELL TOWER	\$12,000
19 0000628	ELEC	434 CHASE ST	REPLACE SVC	\$800
19 0000626	ELEC	3 S EUCLID AVE	SVC UPGRADE	\$500
19 0000579	ELEC	16 S BRADDOCK ST	GFI RECEPTACLES	\$750
19 0000627	ELEC	321 N LOUDOUN ST APT 1C	GFI RECEPTACLE	\$100
18 0000818	ELEC	17 E GERRARD ST	CELL TOWER	\$12,000

Permit #	Type	Address	Description	Value
19 0000734	MECH	946 MEADOW CT	REPLACEMENT FURANCE	\$3,600
19 0000889	PLBG	2658 VALLEY AVE	EXPANSION TANK	\$0
19 0000891	PLBG	2830 VALLEY AVE	EXPANSION TANK	\$0
19 0000883	PLBG	512 N LOUDOUN ST APT 6	EXPANSION TANK	\$0
19 0000894	PLBG	2900 VALLEY AVE	EXPANSION TANK	\$0
19 0000887	PLBG	2621 STONEGATE DR	EXPANSION TANK	\$0
19 0000877	PLBG	419 S LOUDOUN ST	EXPANSION TANK	\$0
19 0000892	PLBG	2834 VALLEY AVE	EXPANSION TANK	\$0
19 0000794	MECH	216 FAIRMONT AVE	REPLACEMENT BOILER	\$7,500
19 0000886	PLBG	1419 VALLEY AVE	EXPANSION TANK	\$0
19 0000733	MECH	840 BERRYVILLE AVE	REPLACEMENT AIR COND./ FURNACE	\$7,640
19 0000897	PLBG	2932 PACKER ST	EXPANSION TANK	\$0
18 00001561	MECH	301 COURTFIELD AVE	INSTALL 2 HEAT PUMPS	\$2,369
19 0000764	NRRM	323 HOPE DR	INSTALL STANDARD TOLIET STALL	\$21,000
19 0000875	PLBG	301 W CEDARMEADE AVE	EXPANSION TANK	\$0
19 0000881	PLBG	512 N LOUDOUN ST APT 4	EXPANSION TANK	\$0
19 0000898	PLBG	2832 VALLEY AVE	EXPANSION TANK	\$0
19 0000888	PLBG	2652 LIMESTONE CT	EXPANSION TANK	\$0
19 0000896	PLBG	2911 PACKER ST	EXPANSION TANK	\$0
19 0000895	PLBG	2909 PACKER ST	EXPANSION TANK	\$0
19 0000882	PLBG	512 N LOUDOUN ST APT 5	EXPANSION TANK	\$0
19 0000885	PLBG	523 MONTICELLO ST	EXPANSION TANK	\$0
19 0000878	PLBG	512 N LOUDOUN ST APT 1	EXPANSION TANK	\$0
19 0000879	PLBG	512 N LOUDOUN ST APT 2	EXPANSION TANK	\$0
19 0000893	PLBG	2836 VALLEY AVE	EXPANSION TANK	\$0
19 0000880	PLBG	512 N LOUDOUN ST APT 3	EXPANSION TANK	\$0
19 0000890	PLBG	2820 VALLEY AVE	EXPANSION TANK	\$0
19 0000884	PLBG	512 N LOUDOUN ST APT 7	EXPANSION TANK	\$0
19 0000876	PLBG	337 W CEDARMEADE AVE	EXPANSION TANK	\$0

Permit #	Type	Address	Description	Value
<b>Total:173</b>				<b>\$160,841</b>

## Public Services

- Started work on the installation of the automated safety bollards on the south end of the Pedestrian Mall at Cork Street. Vehicles are prohibited on the south side of the Mall where work is occurring. Pedestrians have full access. Work on the south end is expected to take two weeks, followed by the north end for four weeks total.
- City Hall renovations: Work continues on the modifications in the 4<sup>th</sup> floor Exhibit Hall.
- Met with Juvenile and Domestic Relations Court Services staff to review the proposed layout of their new offices in the Creamery Building.
- Held the mandatory pre-bid meeting for contractors interested in submitting bids for the northeast sidewalks improvement project that will utilize \$1 million in Community Development Block Grant funds. Bids are due on April 2.
- Met with the Fire and Rescue Department to review the final details in preparing the bid documents for the construction of the fire training structure.
- Attended the regular meeting of the Frederick-Winchester Service Authority.
- Attended the policy board meeting of the Winchester-Frederick County Metropolitan Planning Organization.
- Attended the City Council retreat on March 22.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	3,491
Water service lines replaced (number)	0	334
Water meters replaced (number)	31	884
Sanitary sewer mains replaced/lined (linear feet)	20	164
Sanitary sewer laterals replaced (number)	2	67
Sanitary manholes replaced (number)	3	10
Sidewalks replaced (linear feet)	219	5,302

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	1	60	#
	Mowing	0	0	Acres
	Miles of streets swept	70.60	253.60	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	3	38	#
	Trees trimmed	0	65	#
	Stumps removed	14	71	#
Traffic	Street signs Installed/replaced	1	110	#
	Pavement markings repainted (City)	0	144	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	119.03	1,326.59	Tons
	Recycling collected	37.37	391.95	Tons
	Large item pickups	4	38	#
Transit	Total passengers	2,941	26,008	#
	Revenue miles pick up/drop off	3,796	39,281	Miles
	Revenue hours pick up/drop off	355.70	3,526.37	Hours
Utility billing	Payments processed	1,002	17,945	#
	New bills mailed out	1,642	15,797	#
	Water services turned off (non-payment)	0	77	#
Water treatment plant	Average daily water demand	5.72	6.22	Million gallons/day
	Peak daily water demand	6.00	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	9.51	10.35	Million gallons/day
	Peak daily flow treated	11.67	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	7	#
	Water meters read	1,056	17,002	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	718	22,808	Linear feet
	After-hours call outs	6	75	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	0	16	#
	Floodplain permits issued	1	35	#
	Utility as-builts reviewed	0	3	#
	Right-of-way permits issued	3	35	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	52	574	#
	Erosion and sediment notices to comply	1	4	#
Facilities Maintenance	Work requests completed	27	225	#
	Special events assistance	0	3	#
	Maintenance of pedestrian mall	34	353	Staff hours
Equipment maintenance	Total repairs completed	56	936	#
Winchester Parking Authority	Work requests completed	10	85	#
	Special events - assistance provided	0	9	#
	Vandalism or property damage issues	0	4	#
	New monthly rentals	0	75	#
	Monthly rental cancellations	1	24	#
	Hourly parkers (all four garages)	3,277	28,482	#
	Park-Mobile transactions	740	6,393	#

## Support Services

### Innovation & Information Services

- Created Pictometry user accounts for new employees.
- Documented all public facing GIS applications, their services, and locations of important files associated with applications.
- Installed new instance of Web App Builder for Developers and set up to run as a windows service.
- Created new electronic document imaging categories for Treasurer to scan and inquire on real estate tax receipts.
- Conducted on-boarding of new senior network engineer to the department.
- Troubleshoot issues with Naviline server not letting users access the application.
- Provided technology set up and support for Council's Annual Retreat at the MSV.

## Social Services

- Received 84 Benefit Program applications: 25 SNAP, 53 Medicaid, 3 TANF, 1 VIEW, 0 Child Care, 2 Auxiliary Grant, 2 General Relief, 11 Home Energy Assistance Program
- Provided case management to:
  - 3,361 Medicaid cases
  - 1,620 SNAP cases
  - 68 TANF cases
  - 17 Auxiliary Grant cases
  - 40 individuals receive VIEW services
  - 47 families/98 children receive Child Care Subsidy Assistance (55 families/94 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	193/88
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	1
Children in foster care	58
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	56
Benefit program fraud & overpayment referrals/investigations/recoupment claims	3/1/15
CPS family assessments & investigations of alleged maltreatment	64
Family Service intakes	5
Adult Protective Service referrals	2
Adult services case management load	9
Adult guardianships/cases	3/66
Adult Protective Service investigations/intakes	28/1
Family Services Prevention case management load	6
Uniform Assessment Instrument screenings	3

## Parks & Recreation

- Accepted applications for Lifeguard, Recreation Center Attendant, Maintenance Technician I, and Seasonal Maintenance Technician.
- Shenandoah Valley Electric Cooperative replaced one light pole at BMX track.
- Consolidated Electric started field light bulb replacement.
- Continued work on Summer Activity Guide - final draft distributed 3/20/19, sending to print 3/22/19.
- Activated door alarms at the War Memorial Building.
- Reviewed sound tile/painting project for Indoor Pool with potential contractor.
- Received drug testing kits for distribution in a collaborative effort with the Substance Abuse Coalition.
- Attend City Council Retreat on March 22.

## Communications

- Distributed the [March 20, 2019 CitE-News issue](#).
- Handled 5 media requests for City information and staff interviews and 5 media requests for WPD.
- Handled or began processing 2 new FOIA requests.
- Created marketing outline for and attended the Manufacturing Week planning meeting.
- Created a [video](#) to spark interest in Emergency Communications jobs and advertise an information session about the career.
- Continued design work on the 2018 Annual Report.
- Met with Old Town staff to discuss marketing needs for the Farmers Market and began designing the poster/flyer/postcard.
- Recorded the March episode of publiCITY that will air March 27 featuring the City Arborist.
- Created video clips to use on social media to promote World Water Day and existing City videos that teach residents about what the City does to clean and protect water.
- Attended, filmed, and presented at the City Council Retreat at the Museum of the Shenandoah Valley.
- Attended March meeting of the Economic Development Authority.
- Finalized the recommendations for improving the City's board member appointment process to present to Council on March 26.
- Attended Council's Budget Work Session on March 19.

Date	City of Winchester News Releases
3/18	Winchester Police Department's K9 Axl has received donation of body armor - <a href="#">read</a>
3/20	Man arrested following domestic-related incident - <a href="#">read</a>
Date	Segments on WDVM
3/20	Prosecutor says officer who deleted evidence did not act in bad faith - <a href="#">watch</a>
3/21	Education Foundation donation honors longtime teacher - <a href="#">watch</a>
	Winchester community remembers and honors fallen Officer Hunter Edwards - <a href="#">watch</a>

Date	Articles in <i>The Winchester Star</i>
3/16	Mental health specialist would work with police, community
	Federal bill could bring more grocers to region
3/18	Innovation Center gets \$500,000 state grant
	1st bills sent out under city's new vehicle tax system
	Police: Juvenile shoots himself accidentally on Opequon Avenue
3/19	"It's time to move on" - City Circuit Court clerk won't seek third term
	Grant will help fund design work for terminal
	Retiring clerk backs deputy as successor
3/20	HDP wants to buy former school site for \$3.25M
	Your Views: Flying in face of Solomon's wisdom
	Winchester ordinance changes endorsed with little explanation
	Property owner sues city over tax credit denial
	Prosecutor: Officer who deleted screenshot didn't act in bad faith
	Firm hired to make buildings safe to demolish
3/21	Case against attorney to be dropped in a year
	Council refining FY 2020 budget scenario
	Our Views: Old School
	Man facing domestic violence charges after alleged break in
	Police: Man bloodied in random drill attack
	City School Board focused on raising pay
3/22	Commentary Open Forum: To members of Winchester City Council